

**Microcomputer Access Technology Project**

Peabody College of Vanderbilt University

*Zoomtext and ZoomTEXT Plus*  
Training Module

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Research Library  
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# ZoomText

## Instructor's Information for ZoomText Training Packet

### Installing ZoomText onto the computer's hard drive

The installation process for ZoomText is very easy. Insert the disk into a drive, change prompt to that drive letter, and type **install**. Answer the questions that appear on the monitor. Most of the questions are self-explanatory but two options need to be set in a specific way for smooth running through the training packet.

1. When asked if you want to load ZoomText from any subdirectory, enter "Y". This response adds the ZoomText subdirectory to the path statement in the AUTOEXEC.BAT file. The original file is saved as AUTOEXEC.OLD. Use the REName command to return to the original file after the training session if you wish.
2. When asked if you want to ZoomText to load automatically when the computer is turned on, enter "N". The training packet includes instructions for manual loading.

3. Loading ZTWIN is optional and has no effect on the training packet. This packet does not include training on using Zoomtext with WINDOWS.

### Practice File for this training module

A word processing file needs to be loaded into the ZTPLUS directory for practice with the functions of ZoomText. Any text document will do, though the name must be changed to ZT-demo.doc.

## *ZoomText Plus* MAT Training Module

*ZoomText* and *ZoomText Plus* are screen magnification programs from AI Squared. These software programs enlarge the text displayed on the monitor allowing computer access to persons who cannot read the standard size of computer text. *Zoomtext* magnifies text only while *Zoomtext Plus* enlarges both text and graphics.

Equipment needed for MAT *Zoomtext Plus* training exercise:

- √ IBM or compatible computer (PC, XT, AT, PS2, 386, or 486) with video graphics adapter (VGA) and monitor.
- √ ZoomText Plus Software, loaded onto hard drive in directory: C:\ZTPLUS.
- √ DOS based word processing software.



- ✓ 65 to 85K free RAM when word processor is loaded.
- ✓ Sample file named ZT-DEMO.DOC loaded into ZTPLUS directory.

### Loading ZoomText

1. At the c:> prompt, enter **cd\ztplus** and press **Return**. The prompt changes to C:\ZTPLUS>.
2. Enter **ZoomText** and press **Return**. The Zoomtext program begins running with the default setting of 2 times magnification.

Zoomtext is now loaded and ready to use. For this exercise, a document will be loaded into the word processor so that changes in the *Zoomtext* settings are easy to see. Instructions in this packet are for WordPerfect 5.1. Substitute the appropriate commands if using a different word processor.

## Word Processor Commands

3. Enter **wp** at the prompt and then press **Return** to load the word processor, *WordPerfect 5.1*.
4. Retrieve the file named ZT-demo.doc to use for practice with *ZoomText*. While holding down the **Shift** key, press the **F-10** key. Now enter **c:\ztplus\zt-demo** then press **Return**. Wait while the document loads and appears on the monitor.

## Quick Key Commands

Zoomtext commands may be entered on the command line (i.e. entering the word zoomtext at the prompt character), by using quick key commands (i.e. pressing + sign while holding down ALT key), and by menu commands (illustrated later in this packet). This training packet uses Quick Key commands and the pop-up menus most of the time because they allow changes "on the fly" while working within an application program.



5. Two quick key commands are listed below. These commands allow the user to turn *ZoomText* on and off without unloading the program from the computer's memory. Practice both commands a few times before moving on. Leave ZoomText turned on before proceeding.

To turn *ZoomText* OFF: press **Alt-Del** (while holding down the Alt key, lightly press the Delete key) .

To turn *ZoomText* ON: press **Alt-Ins** (while holding down the Alt key, lightly press the Insert key).

## Menus

*ZoomText* options appear on the screen in pop-up menus which list available options. There is a main menu and several sub-menus. Menu selections are made *two* ways: a) by pressing up or down arrow keys until the desired option is highlighted, and then pressing Return, or b)

entering the first letter of the desired option. Exit menus without making a selection by pressing Esc.

## The Main Menu

6. With ZoomText ON, bring up the main menu by pressing **Alt-Ins** (while holding down the Alt key, press the insert key). The main menu appears on the screen. Notice that the main menu command is the same as the one to turn ON Zoomtext. If ZoomText is OFF, then Alt-Ins must be pressed twice; once to turn ON the magnification and again to bring up the main menu.

## The Zoom Sub-Menu

The Zoom sub-menu lists options for selecting the area to magnify. Steps 7-11 provide practice with the zoom sub-menu options.

7. At the Main menu, press the appropriate arrow keys to **highlight** the word "Zoom", then press **Return**. The Zoom sub-menu appears on the screen with a check mark next to the word

Full. Select Full Zoom by pressing **Return** and the document reappears. With Full Zoom selected, the entire screen is enlarged and serves as the zoom window. Press the four arrow keys in turn to move along the full length of text lines, and the page up and page down keys to see how the screen moves with Full Zoom selected.

8. Reactivate the Main menu, then the Zoom sub-menu (see previous to review instructions if needed). **Highlight** the word "line" and then press **Return**. The document reappears on the screen with only one line magnified. Experiment with the **four arrow keys** to see how the line zoom selection affects the screen display.
9. Repeat step 8 except select "Area" from the Zoom sub-menu. Area zoom magnifies a resizable block that can be placed anywhere on the monitor. Instructions for resizing blocks is found later in this training packet.

10. Repeat step 8 except select "Glass" from the Zoom sub-menu. Glass zoom magnifies a resizable block that magnifies the text directly under it.
11. Repeat step 8 except select "Quick" from the Zoom sub-menu. Quick zoom is similar to Full zoom except that it runs much faster and also allows magnification up to 16 times while the other zoom choices magnify only up to 8 times. Notice the font is not as smooth with quick zoom. Change from Quick to Full Zoom several times to see the differences between them. When satisfied with the zoom options, set the program to Full zoom and go to the next step.

### The Magnification Sub-Menu

12. Return to the Main menu and **highlight** the "Magnf." (for magnification), and then press **Return**. The magnification sub-menu pops up showing the options for magnification power, (i.e. 4x means the text will be magnified 4 times its normal size, etc.). Select a **number**



from 3x to 8x and press **Return**. Notice that the size of text of words in the menus will change as you increase or decrease magnification. Repeat this step several times, selecting a different power of magnification each time. Numbers that appear in lighter print are not available selections at this time.

13. Set the program for **Quick zoom** from the zoom sub-menu. Return to the **magnf. menu** and notice that the magnification choices have changed. Instead of a range of 2 up to 8 times magnification, Quick zoom has magnification choices of 2, 4, 6, 8, 10, 12, 14, and 16 times. Experiment with the extra large magnification, then reset the program to Full zoom with 2 times magnification before going to the next step.

## The Fonts Sub-Menu

Zoomtext Plus has three font style options which allows users to select the font best suited to meet individual visual needs. The fonts and their abbreviations as seen on the fonts menu are: Cour.



for Courier, Helv. for Helvetica, and PC for Computer font.

13. Select the **Fonts** sub-menu from the Main menu. Use the **up and down arrow keys** to **highlight** "Cour" (for Courier style font). *Preview* the font by pressing the **Space Bar**, the font of the words in the menu bar (but not the text of the document) change to the new font style. Repeat this step as needed to preview all three font choices. After previewing all 3 font options, **highlight** the font of your choice and then press **return** to select that font. The text of the document changes to the newly selected font style.

### The Tracking Sub-Menu

With normal text size, an entire line of text can be displayed at one time on the monitor. When text is magnified, only part of a line can be seen at one time on the monitor. The tracking settings tell ZoomText to watch for certain changes on the monitor and display them in the viewing area. Options are to track the cursor, the mouse,

highlighted information, or combinations of the three.

14. Press **Alt - Ins**, highlight **Track**, and press **Return** to access the *Track* sub-menu. **Cursor** should already be selected and marked by an asterisk. Press **ESC** twice to exit out of the menus. When your document reappears on the monitor, position the cursor at the top of the document pressing the **Home** key twice and the **up arrow** key once. Press the **arrow keys** and the **page up** and **page down** keys to move the cursor around your document. Notice that the enlarged text displayed follows the movement of the cursor. Return to the track menu and de-select cursor tracking by pressing return with the word cursor highlighted.
15. Return to the *Track* sub-menu and select **Mouse** by **highlighting** the word mouse and pressing **return**. The document reappears on the monitor. Move the mouse on the mousepad and notice that the enlarged text follows the movement of the mouse. Mouse only tracking may be confusing because the

cursor may or may not appear on the monitor. Before moving on, be sure that tracking is set for BOTH mouse and cursor.

16. A third option for tracking is hilite tracking. This is useful for programs that use pull down menus. Hilite tracking places the highlighted menu item in the viewing areas. Notice hilite tracking on the Track sub-menu but do not select it at this time. For the remainder of this packet, set tracking for BOTH mouse and cursor. Refer to steps 15 and 16 if needed.

### The Review Sub-Menu

Since magnified display only shows a portion of the text on the monitor at one time, reading requires a lot of movement with the arrow keys or the mouse to display all of the text. However, a *Review* option allows the user to read the document without these additional commands to move the cursor or mouse. Review causes the text to scroll along the monitor so that the text can easily be read.



17. Press **Alt - Ins**, highlight **Review**, and press **Return** to access the *Review* sub-menu. Next, highlight **Begin** and press **Return**. Notice that the document moves (pans) across the monitor.
18. The panning speed can be adjusted to suit individual reading speeds. On the *Review* sub-menu, select **speed**. Use the arrow keys to change the speed setting to **4**, then press **Return**. Move the highlight bar up to **Begin** and press **Return**. The text pans rapidly across the monitor. Press **ESC** to stop review.

### Other Main Menu Options

The main menu has several other options that are not covered in this training packet. By this time, the user should be familiar with selecting menu options and can experiment with other options as needed. ZoomText comes with a clearly documented manual which fully explains each menu option. At this time, the user may experiment with other options if desired.

## More Quick Key Commands

As mentioned previously, *Zoomtext Plus* includes *quick key* commands to allow option selection without using the pull-down menus. A few more quick key commands are listed below. The NumLock key should be OFF to use quick key commands. Practice each of these commands to see how they work.

<b>Alt</b> - Numpad +	Makes text larger
<b>Alt</b> - Numpad -	Makes text smaller
<b>Alt</b> - <b>Home</b> key	Positions document with the left margin displayed on the monitor.

## Configurations

ZoomText loads with the default settings unless instructed to use other settings. Changes must then be made to the settings to get the desired magnification, font, tracking, and other options. A group of settings can be saved in a configuration that can then be loaded along with ZoomText.



Configurations are useful for teachers who have several students using Zoomtext on one computer. A different configuration setting may be saved under each student's name and then loaded when needed.

To illustrate configurations, we will save a setting named *5xcour*. Configurations are saved by using a switch after the zoomtext command. These switches are /s filename (for save) and /l filename (for load). Filename in this case refers to the name of a configuration.

20. Use the menu options and set ZoomText to use **5** times magnification, set the font to **Courier**, set zoom to **line**, and set tracking to **cursor**. Refer to previous steps for instructions if needed.
21. Exit the word processor by pressing **F-7**. Enter **N** in response to "save document?". Enter **Y** in response to "exit WP?". Note: this step refers only to the word processor and has nothing to do with ZoomText. However, it is necessary to exit the word processor now

because the configuration can only be saved with commands entered at the DOS prompt. Change to the ZTPLUS subdirectory.

22. To save a configuration of the last settings used, type **zoomtext/s 5xcour** at the C:\ZTPLUS> prompt and then press **Return**. A message appears on the monitor informing the user that the command line was processed.
23. Loading a configuration is also performed at the command line. At the C:\ZTPLUS> prompt, type **zoomtext/l 5xcour** and then press return. Confirmation that the configuration was loaded will appear with the message that the command line was processed. Turn ZoomText on (step 2) to see that the 5xcour settings are loaded.
24. At this time, experiment with the ZoomText settings as desired. Be sure to exit the word processor and turn off the computer when finished.